

SUSTAINABLE BURBANK TASK FORCE
February 28, 2011 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Community Room, 200 North Third Street, on the above date. Ms. Sharon Springer, Chair, called the meeting to order at 4:34 p.m.

II. ROLL CALL:

Members Present:

Nicholas de Wolff
Geoffrey Folsom
Emily Gabel-Luddy
Mark Hardyment
Dr. Maureen Kellen-Taylor
Rita Khechumyan
Wendy James
Cynthia La Camera
Ken Lewis
Lisa Rawlins (Vice-Chair)
James Smith
Sharon Springer
Jef Vander Borght (Chair)

Members Absent:

Jeff Catalano
Tom Steele

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Bonnie Teafora – Public Works Director, Public Works
John Molinar – Assistant Public Works Dir., Street & Sanitation, Public Works
Kreigh Hampel – Recycling Coordinator, Public Works
Ferris Kavar – Recycling Specialist, Public Works
Ruth Davidson-Guerra – Assistant CD Director, Housing & Redevelopment
Jeanette Meyer – Marketing Manager, BWP
David Kiske – Principal Planner, CDD
Jan Bartolo – Deputy Director, Park Services, PR&CS
Mary Riley – Sr. Assistant City Attorney, City Attorney's Office
Jacqui Batayneh – Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

A. Public: None

B. Task Force Members:

Mr. Golonski reported that on March 1, 2011, Council will discuss a recommendation to adjust the appointment terms for the Task Force from March 31 to June 1, at the request of the City Clerk, to coincide with all other City boards and commissions. Council will also discuss the duration of the Task Force at their March 1, 2011, meeting.

Ms. Gabel-Luddy announced that the Planning Board is meeting this evening, February 28, 2011, to discuss a proposal to convert a vacant lot on Palm Avenue into a universal waste collection site for electronics, fluorescent tubes, and batteries.

C. Staff Communication: None

IV. APPROVAL OF MINUTES:

Mr. Vander Borgh moved and Ms. Gabel-Luddy seconded, to approve the minutes from the January 24, 2011, meeting. The motion was approved by all present.

V. SUBCOMMITTEE REPORTS AND PRIORITIES DISCUSSION:

- A. Ms. Gabel-Luddy, on behalf of the Olive Avenue Streetscape Subcommittee, reported that the Subcommittee met to discuss and consider focusing on project development around the Media District and redirecting some infrastructure funds from the North San Fernando roadway project to the area located on South Victory Boulevard between Olive Avenue and Main Street. Ruth Davidson-Guerra, CDD, reported that a schematic design plan for the Olive Avenue Streetscape project has not yet begun, as the project is still in the very early stages. Staff is working methodically in looking at ways to improve the existing corridor areas due to decreases in funding. Ms. Davidson-Guerra stated that the Redevelopment Agency has been struck by State budget cuts and has lost approximately \$19.5 million in project funding in fiscal year 2010-2011 and 2011-2012. Staff will update the Infrastructure Subcommittee with input from the Olive Avenue Streetscape Subcommittee and will be moving forward with the schematic design plans. The Task Force engaged in discussion and asked questions of staff.
- B. Ms. La Camera, on behalf of the Water Subcommittee, reported that the Public Works Department asked the Subcommittee for examples of stormwater master plans that are already in place in other communities. The Subcommittee became aware of the Los Angeles Department of Water and Power's request for proposal (RFP) for stormwater capture and forwarded it to staff. The Subcommittee met with Ivar Ridgeway, Stormwater Unit Chief, California Regional Water Quality Control Board, who recently issued a stormwater permit to Ventura County. Mr. Ridgeway gave the Subcommittee feedback on stormwater quality management plans and suggested elements that may be included in a plan for the City. Mr. Ridgeway emphasized the importance of developing goals for stormwater management, developing a plan to address those goals, identifying possible stormwater projects and stormwater project inventory throughout the City to pursue grant funding, and using a local approach for cost effective low impact development. Ms. La Camera reported that PR&CS selected Abhe Landscape Architects for the design phase of the Johnny Carson Park project. The Professional Services Agreement (PSA) with Abhe will go to Council for approval on March 15, 2011. The Subcommittee noted the importance of engaging the Council members in Task Force initiatives and plans to meet with individual Council members to discuss stormwater management. The Subcommittee also discussed the idea of organizing a symposium that would consist of contractors and developers providing real world experiences in regard to low impact development projects. The Task Force engaged in discussion.

Ms. Gabel-Luddy moved and Mr. Lewis seconded, to have the Task Force further discuss and research the symposium idea and give an additional report at the next meeting. The motion was approved by all present.

Mr. Golonski reminded the Task Force that the first step of the development of a stormwater management master plan was approved by the City Council. The item will return to Council as step two in approximately three months.

- C. Ms. Rawlins, on behalf of the Public Outreach Subcommittee, reported that the Subcommittee met with Ferris Kavar, Public Works, and Jeanette Meyer, BWP, to discuss ways to better incorporate messaging and repurpose the website so that there is a better “go to” for sustainability items. The Subcommittee discussed putting some ideas in place on how to direct internet users to the website that will specifically address and support the City’s sustainability efforts in real terms. The Subcommittee’s goal is to find ways to engage the citizens of the community for a better Burbank in a tangible and accessible way, and direct internet users to links associated with the City’s webpage. The Subcommittee also discussed providing neighbor to neighbor testimonials, providing interesting facts and calendar notes, and focusing on public events in the City. Mr. Golonski suggested combining forces with Teens in Action and allowing them to produce short sustainability videos to engage the community. The Task Force engaged in discussion.
- D. Dr. Kellen-Taylor, on behalf of the Zero Waste Subcommittee, reported that the Subcommittee is still working on their end of the second year report, attached as part of these minutes. The Subcommittee works closely with, and supports, the Recycling Center staff in their efforts to make the City sustainable, and the report embeds the activities of the Subcommittee in the efforts of the Recycle Center team. In 2009, the Subcommittee’s goal was to become familiar with the need for zero waste through the Recycle Center’s education and outreach activities. Since 2010, the Subcommittee has been focusing on the following goals: supporting the California Product Stewardship Council, waste diversion and resource recovery, and supporting the Burbank Green Alliance. The Subcommittee has also been involved in a number of events including a lecture given by Gunter Pauli, Taste of Downtown Burbank, Earth Day, Burbank Farmers Market, Burbank Landfill tour, and the Green Festival. The Task Force engaged in discussion.
- E. Mr. Lewis, on behalf of the Energy Subcommittee, stated that the first-step report for residential cool roof standards was presented to Council on January 25, 2011. Because of the State energy code, the City cannot mandate the use of lighter-shaded roofing materials. The Council recognizes the energy saving benefits of lighter-colored roofs and recommended a voluntary cool roof program with a possible permit fee waiver incentive and rebate from BWP. Staff will revise the cool roof item and place it on the agenda as a second-step report for the March 29, 2011, Council meeting. The Task Force engaged in discussion.

Mr. Golonski informed the Task Force that discussion papers submitted by staff during the budget process can allocate one-time funding for projects such as the free street tree program. A free street tree flyer is attached as part of these minutes.

- F. Mr. de Wolff, on behalf of the Mobility & Urban Design Subcommittee, reported that the Subcommittee has not yet received documentation from staff on the presentation of the Chandler bike path extension/connection to the San Fernando route. The Subcommittee met with Ken Johnson, Traffic Engineer, and learned that there is a distinct tactical mindset that gives the Subcommittee an opportunity to be more helpful in strategic planning. The Subcommittee is pursuing its priorities and focusing on achieving a good overlay, or birds-eye view, of transportation infrastructure projects and current and upcoming opportunities that exist to integrate automotive public transport, bicycle pedestrian landscape, and development and water conservation activities, or planned projects, in any sector of the City or citywide as a whole. The Subcommittee would like to focus on finding overlays that would give all the Subcommittees, and staff, an opportunity to automatically have a good oversight of areas that intersect that may create cost saving and sustainable development opportunities. As the Bicycle Master

Plan moves forward, the Subcommittee plans to look at options that will integrate the network portion of the Plan with other projects in the City.

VI. PALM AVENUE RECYCLING STATION UPDATE:

Kreigh Hampel, Public Works, stated that Burbank Recycle Inc. (BRI) agreed to work toward establishing a mulch distribution and universal waste collection site on Palm Avenue when it entered into a new agreement to operate the City's Recycle Center in 2009. Electronics, batteries, and fluorescents have all been banned from California landfills, and as market demands for these items increase, the responsibility falls on local government to clean up the problematic materials. The Recycle Center has been collecting these waste materials over a number of years and supports the opening of the Palm Avenue space as a drop-off site. Mr. Hampel introduced consultant David Langer, President of L4 Strategies, who is assisting BRI in the permitting process for the Palm Avenue recycling station. Mr. Langer stated that the proposed Palm Avenue site would handle universal waste including electronics materials, as well as fluorescent tubes and batteries. The site would also have the ability to take mulch chips from PR&CS tree trimmings and distribute them to residents. The visual features of the short term parking drop-off area would incorporate components based on recommendations and concerns of the neighborhood. The proposed Palm Avenue site plan map is attached as part of these minutes. The Task Force engaged in discussion and asked questions of staff.

Mr. Lewis moved and Mr. de Wolff seconded, to support the proposed Palm Avenue recycling station. The motion passed with eight in favor, one opposed, and two abstentions.

VII. COUNCIL OUTREACH OPTIONS DISCUSSION:

Ms. Springer stated that the Task Force would like to keep and maintain contact with City Council members. Mr. de Wolff suggested two aspects for Council outreach, 1) meeting with Council one on one, and 2) interfacing with Council liaisons as a Task Force. Mr. de Wolff recommended finding a way to cycle out, on a quarterly basis, each Council member so that for at least three meetings of the year they would be able to see how the SBTF operates, better understand the SBTF, and see each individual's focal area of expertise. Mr. Golonski stated that the Task Force may benefit more from not having a Council liaison, as the liaison cannot communicate with other Council members outside of the public City Council meeting. Without liaisons, the Task Force would be able to invite individual Council members to come to SBTF meetings. Ms. Riley, City Attorney's Office, stated that with this discussion, the Task Force will be making a recommendation, and the way Council interfaces with the SBTF will ultimately be decided by the Council members. The Task Force engaged in discussion and agreed to place the Council liaison options on the March meeting agenda.

VIII. JOHNNY CARSON PARK REVITALIZATION PROJECT SUMMARY:

Jan Bartolo, Deputy Director, Park Services, PR&CS, provided a status update on the Johnny Carson Park Revitalization Project. Ms. Bartolo reported that RFPs for infrastructure improvements were sent to eleven firms, with PR&CS receiving seven responses. An interview was conducted by representatives from the City Manager's Office, Public Works, BWP, CDD, and PR&CS. Abhe Landscape Architects was selected as the consulting firm, and approval of the PSA for architectural and design service is scheduled for the March 15, 2011, Council meeting. Ms. Bartolo distributed a copy of the RFP from Abhe, attached as part of these minutes. The RFP includes an understanding of the project, a theoretical approach, scope of work, and project experience. The project is part of the 2010 Work Program and a component of the Council's infrastructure and environmental sustainability goal. The southern-most portion of the park is not part of the project due to the pending or impending construction of the Los Angeles River Supply Conduit Improvement project. The redesign of the park's interior core will incorporate sustainable design options including an

energy efficient lighting system, a more efficient centralized irrigation system, and the restoration of the drainage channel/streambed to capitalize on stormwater recapture opportunities. The first proposal fee for professional services encompasses the schematic design preparation, design development, preparation of construction documents and cost estimates, meeting presentations, participation in the bidding process, future construction administration, construction observation, and reimbursable costs. At the March 15, 2011, Council meeting, staff will request additional funding from the Redevelopment Agency to increase the project budget from \$2 million to \$5 million. Additional funds are required to provide stormwater recapture, acquire play equipment, and provide other options for outdoor areas. With Council approval of the PSA, Abhe will move forward with the project at the beginning of April 2011. The Task Force engaged in discussion and asked questions of staff.

IX. CHANDLER BIKEWAY GAP/UNION PACIFIC UPDATE:

David Kriske, Principal Planner, CDD, gave a brief update on the issues related to “closing the gap” between the Chandler Bikeway where it terminates at Mariposa Street and other proposed or existing bikeways. Mr. Kriske stated that the City has had a long standing desire to connect the Chandler Bikeway east to the Downtown Burbank Metrolink Station. Staff has reviewed a variety of ways to connect the area over the last several years. Mr. Kriske distributed excerpts (attached as part of these minutes) from the upcoming Bicycle Master Plan that summarize the three proposed Chandler Bikeway extension options:

1. Extend the Chandler Bikeway as a completely-separated class I path between Mariposa Street and the Burbank Western Channel
2. Involve bypassing the active rail spur between Mariposa and the Burbank Western Channel
3. Use on street bicycle facilities to close the gap between the Chandler Bike Path and the Downtown Burbank Metrolink Station

The Task Force engaged in discussion and asked questions of staff. Mr. Golonski will work with the Mobility & Urban Design Subcommittee to coordinate a meeting with Congressman Schiff in order to try and resolve the active rail corridor obstacle.

X. ADJOURNMENT:

The meeting was adjourned at 6:56 p.m. The next regularly scheduled meeting will be held on Monday, March 21, 2011, at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teafor, Public Works Director
BT: jb

***Attachments:**

Zero Waste Subcommittee Report
Parkway Tree Flyer
Proposed Palm Avenue Site Plan
Ahbe Landscape Architects RFP
Burbank Bicycle Master Plan Excerpts